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# SARAH M. BROWN

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## HIGHER EDUCATION EXPERIENCE

### **NORTHWESTERN PRITZKER SCHOOL OF LAW**

**August 2018–Present**

Clinical Assistant Professor of Law

Courses: Communication and Legal Reasoning I & II

### **NORTHWESTERN UNIVERSITY**

**January 2014–August 2018**

Office of Equity (formerly Office of Equal Opportunity and Access)

Senior Director of Equity, Deputy Title IX Coordinator for Faculty/Staff

December 1, 2017–August 2018

Director, Deputy Title IX Coordinator for Faculty/Staff

March 1, 2016–December 1, 2017

Associate Director, Interim Director

October 1, 2015–March 1, 2016

Senior EEO Specialist

January 14, 2014–October 1, 2015

- Manage internal investigation process for complaints of discrimination, harassment, and retaliation filed by/against faculty and staff; draft detailed investigation memoranda and advise University officials regarding appropriate course of action.
- Develop and conduct trainings regarding nondiscrimination laws and policies, conduct constituting harassment, inclusion of individuals with disabilities, microaggressions, implicit bias, and practical tools to create/maintain an inclusive work and learning environment.
- Draft written responses to external charges of discrimination and represent the University at agency hearings and mediations.
- Counsel central administration, deans, chairs, human resources professional staff, and other staff and faculty regarding complicated EEO matters, federal and state equal opportunity regulatory requirements, pertinent legislation, executive orders, and applicable judicial/administrative decisions.
- Manage the University's reasonable accommodation process for staff and faculty members with disabilities.
- Manage the University's affirmative action program, including development of annual Affirmative Action Plan, assessment of trends and underutilization, and development of goals for enhancing diversity in recruitment, hiring, and retention of employees.
- Co-chair the University's Accessibility Council.
- Serve on the University's Diversity Council, Title IX Coordinating Committee, Diversity Leaders' Group, and Veterans Support Initiative.
- Supervise and mentor a team of employees, which includes four attorneys.

## LEGAL EXPERIENCE

**BRENNAN & BROWN** (January 2012–January 2014)

**December 2007–January 2014**

Partner, Counsel to the *Shakman* Monitor

**NOELLE BRENNAN & ASSOCIATES** (December 2007–January 2012)

Associate Attorney, Counsel to the *Shakman* Monitor

- Represented plaintiffs in civil rights cases in federal and state court, administrative agencies, mediations, and settlement negotiations.

- Drafted pleadings, summary judgment responses, class certification motions, appellate briefs, discovery requests and motions, pre-trial motions, employment agreements, mediation statements, settlement demand letters, and administrative charges.
- Co-chaired jury trial in which client alleged his employer violated the Americans with Disabilities Act (“ADA”).
- Led workplace investigations into whether political patronage unlawfully influenced hiring and other employment actions at the City of Chicago; issued advisory memoranda regarding investigative findings and made recommendations for employee discipline, when appropriate.
- Assisted employers in developing written employment policies, personnel rules, and training materials designed to prevent improper considerations from entering into hiring decisions and employment actions.
- Supervised, trained, and mentored junior attorneys and law students.

**JENNER & BLOCK LLP**

Associate Attorney

**December 2006–December 2007**

**August 2004–August 2005**

- Represented corporate clients in complex commercial litigation, with a focus on cases pertaining to Title VII, ADA, Age Discrimination in Employment Act (“ADEA”), 42 U.S.C. §1983, Fair Labor Standards Act (“FLSA”), Occupational and Safety Health Act, the First Amendment, and Illinois employment law.
- Conducted research and composed memoranda regarding legal issues at various stages of litigation.
- Drafted summary judgment motions, motions to dismiss, pleadings, pre-trial motions, appellate briefs, and discovery requests and motions.
- Represented clients in state and federal court and before administrative agencies.
- Served as counsel on a variety of criminal and civil pro bono cases, including a murder case, prisoner rights case, employment discrimination cases, and a proceeding before the Illinois Prisoner Review Board.

**VEDDER PRICE**

Associate Attorney

**July 2005–November 2006**

- Represented corporate clients in complex commercial litigation, with a focus on cases pertaining to the National Labor Relations Act (“NLRA”), FLSA, Title VII, ADA, ADEA, Equal Pay Act, and Illinois employment law.
- Drafted Equal Employment Opportunity Commission (“EEOC”) and National Labor Relations Board (“NLRB”) position statements, responses to EEOC requests for information, NLRB objections, NLRA §10(j) injunctions, pleadings, post-arbitration briefs, summary judgment motions, appellate briefs, discovery requests and responses, settlement agreements, and responses to settlement demand letters.
- Advised corporate clients regarding preventive human resources policies and procedures.

**EDUCATION**

**UNIVERSITY OF MICHIGAN LAW SCHOOL**

**J.D., *cum laude*, May 2004**

- Award for Excellence – Employment Discrimination 2004 and Criminal Procedure 2003
- Journal of International Law (2002–2003)

**MICHIGAN STATE UNIVERSITY – JAMES MADISON COLLEGE**

**Bachelor of Arts, May 2000**

## **BAR MEMBERSHIPS**

Illinois Supreme Court  
Northern District of Illinois  
Central District of Illinois

## **PRESENTATIONS, PUBLICATIONS, AND AWARDS**

- *What You Should Know about Discrimination, Harassment, Sexual Harassment, Title IX, VAWA, and Retaliation* (presented on over thirty occasions to different campus audiences)
- *The Americans with Disabilities Act: An Overview of the Law and Reasonable Accommodations* (presented on numerous occasions to different campus audiences)
- *Implicit Bias in Hiring* (presented to faculty/staff search panels on several occasions)
- *Affirmative Action: Summary of Requirements and University's Annual Plan* (presented to senior leaders and other campus stakeholders on several occasions)
- *New Faculty Welcome and Orientation* (presented annually 2015-2018)
- Moderator, *Panel Discussion on Diversity*, Northwestern University Faculty Affairs Symposium (January 2016)
- Co-Presenter, *Mediating with the EEOC & OCR: Waste of Time or Time Well Spent*, Higher Education Discrimination Law Conference, National Association of College and University Attorneys (NACUA) (March 2015)
- Co-Author, *Mediating with the EEOC & OCR: Waste of Time or Time Well Spent?* (NACUA conference, March 2015)
- *Fostering an Inclusive Environment for Students and Employees with Disabilities*, Northwestern Committee of Associate Deans for Faculty (December 2014)
- Co-Presenter, *Common Ethical Issues in Conducting Internal EEO Investigations*, Chicago Bar Association (December 2013)
- Co-Presenter, *Practical Writing: Initiating a Lawsuit*, University of Chicago Law School (February 2011)
- Illinois Super Lawyers, Rising Stars – 2013, 2014 (awarded to no more than 2.5% of Illinois attorneys who are under the age of 40)
- Award for Excellence, University of Michigan Law School, Employment Discrimination (2004) and Criminal Procedure (2003) (awarded to law student with top grade in course)